

The completion of the Raffle Financial Report is mandatory under the terms and conditions governing your licence. It must be completed and returned to the Liquor, Gaming and Cannabis Authority within the time frame indicated in your licence approval letter.

STEP I

Complete the upper portion of page 1. Enter THE PERIOD COVERED BY THE REPORT, LICENCE NUMBER, ORGANIZATION NAME and ADDRESS.

STEP II

RAFFLE REVENUE (page 1)

Record the number of tickets PRINTED, UNSOLD AND SOLD for type of ticket. Enter the # OF TICKETS PER PRICE POINT (See example on the report). Next, enter the SELLING PRICE.

Calculate the Total for each set of tickets printed by dividing the "TICKETS SOLD" by the "#OF TICKETS PER PRICE POINT" and multiply the result by the SELLING PRICE. *For example, if 300 tickets were sold at a price point of 3 for \$5.00, then the calculation would be: 300 divided by 3 = 100 x \$5.00 = \$500.00 Total.*

Add up the totals for all of the tickets sold and record the result in Box G (Total Gross Revenue).

Refer to the Lottery Bank Account statements and add up all of the Raffle deposits. Record the total in Box H. Subtract the total of the Raffle deposits from the Total Gross Revenue to determine the Cash Shortage or Overage.

Next, the LICENCE FEE PAYABLE should be calculated by multiplying the TOTAL GROSS REVENUE (Box G) by the licence fee rate of 1.0%. This amount should be remitted to the Liquor, Gaming and Cannabis Authority with the Financial Report.

STEP III

NET PROFIT DISTRIBUTION (page 1)

Complete this area if you have not disbursed all of the profits from the raffle. Do not delay sending in your report because the profit has not been spent. The Audit Department will send you an additional report to complete.

STEP IV

LOTTERY BANK ACCOUNT CHEQUE REGISTER (page 2)

Information from all cheques written on this bank account during the period must be entered. Enter the DATE the cheque was written, the CHEQUE #, the PAYEE, and a brief DESCRIPTION of what the cheque was for. The AMOUNT (\$) of the cheque should then be entered in the appropriate column. Each of the columns should then be added to arrive at the TOTALS. Please be certain to record any pre-authorized payments on this register as well, making sure that a brief DESCRIPTION is provided along with the AMOUNT being placed in the appropriate column.

If you have a cheque register, or a similar listing of cheques already prepared, you do not need to rewrite them providing the listing contains the same information requested. A legible photocopy of your listing will be sufficient. Ensure, however, that you still enter the TOTALS in the appropriate boxes at the bottom of page 2.

STEP V

TICKET SAMPLE AND PRINTER'S INVOICE (page 3)

In this area of the report, attach either a voided sample of an actual ticket, or a photocopy of a PRINTED RAFFLE TICKET. A copy of the printer's invoice must also be attached.

STEP VI

LOTTERY BANK ACCOUNT INFORMATION (page 3)

Enter the name and address of the financial institution as well as the ACCOUNT #(s). If a savings account and/or investments (term deposits, GICs) are used in addition to the chequing account, you must add the period end balances together. Record the ACTUAL BALANCES(S) ON BANK STATEMENT at the end of the financial period. ADD any OUTSTANDING DEPOSITS (these are bank deposits for Raffle sales during this period that were not yet listed on your bank statements). SUBTRACT any OUTSTANDING CHEQUES (these are cheques you have written this period that had not cleared the bank by the end of the period). REMEMBER to take photocopies of the appropriate bank statements and submit them with the FINANCIAL REPORT.

STEP VII

BANK SUMMARY STATEMENT (page 4)

Line 1, OPENING LOTTERY BANK BALANCE. This is the ADJUSTED BANK BALANCE (Line 9, page 4) from the previous FINANCIAL REPORT.

Line 2, TOTAL REVENUE. Enter the amount from Box A, page 1, of this report.

Line 3, TOTAL PRIZES. Enter the cash prize amount from Box B, page 1, and cheque prize amount box L, page 2, of this report.

Line 4, TOTAL EXPENSES. Enter the Grand Total cheque amount from Box N, page 2, of this report.

Line 5, DISBURSEMENTS. Enter the amount from Box M, page 2.

Line 6, OTHER WITHDRAWALS. Enter the SUM of any OTHER WITHDRAWALS from the lottery bank account.

Examples would include bank service charges, safety deposit box rentals, charges for printing of cheques, etc.

Line 7, OTHER RECEIPTS. Enter the SUM of any OTHER RECEIPTS in the lottery bank account.

Examples would

include interest earned, refunds received, etc.

Line 8, CALCULATED ENDING BANK BALANCE. Line 8 is equal to Line 1 plus Line 2 less Line 3 less Line 4 less Line 5 less Line 6 plus Line 7.

Line 9, ACTUAL ADJUSTED BANK BALANCE. Carry forward the amount from Box O, page 3.

Line 10, SUBTRACT Line 9 from Line 8 to obtain the SHORTAGE/(OVERAGE). This amount should equal the total cash shortage/(overage) that was calculated on page 1 of this report.

STEP VIII

CERTIFICATION (page 4)

Once the report has been completed, fill in the appropriate information and SIGN in the space provided. It must be signed by the organization's PRESIDENT as well as another member of the executive responsible for the Raffle lottery operation. If the person who has completed the report is not one of the two executives noted, he/she must print their name and daytime telephone number in the space provided.

For assistance or information contact:

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Audit Department
1055 Milt Stegall Drive
Winnipeg, Manitoba R3G 0Z6
In Winnipeg: 204-927-5300 or toll free: 1-800-782-0363
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***In order for us to serve you efficiently, please have your licence number ready when you call and record it on all correspondence.*